

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(11/01)

Description of Position	TITLE OF POSITION: <u>Technical Staff Assistant</u>	CLASSIFICATION CODE: <u>02725500</u>
	SALARY RANGE: <u>\$30,884 - \$34,548</u>	REFERENCE POSITION NO.: <u>567</u>
	Department or Agency Name <u>State Colleges</u>	APPLICATION PERIOD: <u>07/01/03 - 07/07/03</u>
	Division/Section/Unit <u>CCRI-Adv. & Counseling</u>	
	Assignment(s) / Comments <u>Hours and campus may vary depending on the needs of the department.</u>	
	Shift and Days: <u>8:00am - 4:00pm, Mon. - Fri.</u>	Job Location: <u>Primarily Warwick</u>
	Restrictions/Limitations: <u>SUBJECT TO EXAM</u>	<u>Bilingual English/Spanish preferred.</u>
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No <u> </u>
	Name of Bargaining Unit Union: <u>NEA</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
See attached job description.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: or Experience: Such as may have been gained through: Special Requirement:	
	See attached job description.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Office of Personnel Services	Telephone #: <u>401-825-2311</u>
	Community College of RI	Fax #: <u>401-825-2345</u>
	400 East Avenue	TTY/TDD #: <u>401-825-2313</u>
	Warwick, RI 02886-1807	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: TECHNICAL STAFF ASSISTANT

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of duties in an academic science laboratory, skills laboratory and/or studio to assist and support both teaching faculty and students with various projects and/or assignments; to operate and maintain related equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgment; work is reviewed for accuracy and conformance to instructions.

SUPERVISION EXERCISED: Usually none, but may supervise the work of student help assigned to assist to include hiring and training.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of duties to include overall operation of the Testing and Assessment Center, processing registration forms, tests, official forms and fees, College withdrawals in an academic science laboratory, skills laboratory and/or studio to assist teaching faculty with the development of new experiments and special programs for the laboratory.

To perform a variety of duties in an academic science laboratory, skills laboratory and/or studio to assist students in the use of laboratory equipment to include conducting intake interviews and orientation regarding test taking, instructing students in proper laboratory techniques and resolving unanticipated problems of students with laboratory equipment.

To assist with the detection of student learning and/or adjustment problems such as those related to improving educational skills and making academic major and career choices.

To set up and take down all materials and equipment before and after scheduled laboratories as part of managing the operation of the Testing and Assessment Center; to assist with classroom demonstrations.

To operate and make necessary repairs to all equipment in the laboratory in a safe manner and according to established regulations.

Using templates, to assist in the grading of non-subjective examinations to include ordering, administering and maintaining records of psychological tests, as well as high stakes testing, CLEP, LSAT, Bar Exam, ACCUPLACER, COMPASS, etc..

To maintain all schedules of laboratory use for example scheduling incoming students for course registration, advising sessions and test appointments; to keep and maintain inventories of equipment, purchases, use and repairs such as maintaining all test materials and official forms.

To do related work as required such as processing all related advising and testing paperwork, notifying appropriate departments of student test scores and withdrawals and maintaining the security and confidentiality of all records and files.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of relevant laboratory equipment and supplies and the ability to assist faculty and students in the performance of duties in the laboratory/studio as described above; the ability to interact well with both faculty and students; the ability to keep records and prepare necessary reports using spreadsheet and word processing software; and related capacities and abilities such as problem solving skills, organizational skills and the ability to work independently and accurately. Bilingual English/Spanish preferred.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an associate's degree or completion of a recognized certificate program in a relevant field including human relations courses; and

Experience: Such as may have been gained through: employment in a laboratory or studio as a staff assistant performing paraprofessional duties requiring strict confidentiality such as those described above in a highly visible administrative office.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.